

A Learner's guide to the
**QNUK Level 3 Award in
First Aid at Work (RQF)**

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QNUK Level 3 Award in First Aid at Work (RQF)

Introduction

This qualification specification outlines key information required by learners to ensure they are able to make an informed decision in regard to the qualifications they are undertaking.

Qualification purpose

This qualification is aimed those undertaking the role of a first aider in the workplace. The qualification meets the requirements for First Aid at Work as outlined in the Health and Safety (First Aid) Regulations 1981 and the Health and Safety (First Aid) Regulations (Northern Ireland) 1982.

Qualification objective

This qualification has the purpose of supporting a role in the workplace.

Qualification structure

Qualification accreditation number	603/2453/3
Qualification level	3
Guided learning hours (GLH)	18
Total Qualification Time (TQT)	22
Credit value	2
Validity	3 years

Pre-requisites

This qualification is aimed at those over 16 who are able to undertake the responsibilities associated with being a workplace first aider.

Learners between 14-16 years can undertake the qualification, however they should not be relied upon by employers to be a sole first aider.

Due to the language of the assessment, it is recommended that learners have sufficient command of the English language in order to understand the assessment and to undertake the recommended assessment methods.

Attendees will be required to demonstrate First Aid procedures as they would in a real work environment. This includes providing CPR to a casualty who is on the floor, therefore be physically capable of doing so.

There are no other pre-requisites for this qualification.

Delivery requirements

This qualification is typically delivered in a face-to-face format over a three-day period.

Learners should complete the qualification within 10 weeks.

Learners may complete this qualification in two days where they hold a valid First Aid at Work certificate, or their current certificate has not expired by more than one month.

Trainer to learner ratio

The maximum trainer to learner ratio for this qualification is 1:12.

Optional and additional units

The QNUK Level 3 Award in Responding to Incidents with an AED (RQF) or the QNUK Level 3 Award in Responding to Anaphylactic Reactions can be bolted onto this qualification; additional learning time will be added.

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Blended learning

Blended learning is accepted for this qualification; however, the online system must have met the requirements outlined by the Health and Safety Executive.

No more than one third of the First Aid at Work qualification can be taken as the online learning. A minimum of two thirds must be face-to-face teaching.

Units of assessment

This qualification has two mandatory units

Unit one title	Emergency First Aid in the Workplace
Unit one reference number	K/616/4940
Level	3
Credit	1
Guided learning hours	6
Status	Mandatory

Unit two title	Recognition and management of illness and injury in the workplace
Unit two reference number	T/616/4942
Level	3
Credit	1
Guided learning hours	12
Status	Mandatory

Details on the knowledge and understanding which will be assessed can be found in Appendix 1 and 2 of this document.

Assessment methods

Learners are assessed for this qualification using the following methods:

- Multiple choice question paper
- Practical observation

The multiple choice assessment will take place under examination conditions; i.e. learners will sit at least 1.25 metres apart and will not be allowed to confer during the examination. No books, including dictionaries, will be permitted during the examination.

Multiple choice question paper

Each learner will be assessed for this qualification by the completion of a multiple choice examination paper.

Example questions can be found in Appendix 3 of this document.

Method	Multiple choice examination
Language of assessment	English
Grading	Pass/Fail
Pass mark	70% (28/40)
Duration	60 minutes

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Practical observation

Each learner will be assessed for this qualification by the completion of a number of practical assessments

Method	Practical observation
Language of assessment	English
Grading	Pass/Fail
Pass mark	100%
Duration	As required

Reasonable adjustments

All learners are required to complete the assessment criteria in a manner appropriate to the purpose of the qualification.

For this qualification learners must be able to perform relevant practical tasks on the floor during the summative assessment.

The prescribed assessment methods for this qualification should not unfairly disadvantage learners, who would otherwise be able to demonstrate competence in the assessment criteria and in line with the purpose of the qualification.

If you feel the assessment methods above would disadvantage you, please contact your centre to discuss reasonable adjustment.

Results

Once learners have completed their assessment, the centre is required to submit their results to Qualifications Network for moderation within 10 working days of the date of assessment. We will issue verified results and appropriate certification to the approved centre within 7 working days of receiving those results. Results and/or certificates will then be forwarded to learners by the Centre. Learners should expect to receive all results within 20 working days of the date they take the assessment. If they have not received them within 25 working days, they should contact their centre in the first instance.

Progression routes

Learners undertaking this qualification may wish to progress to the QNUK Level 3 Award in Responding to Incidents with an AED (RQF)

Acceptable forms of I.D.

All learners must provide suitable identification documentation (I.D.) prior to being allowed to take an assessment for this qualification. This is a regulatory requirement. Centres must ensure that all I.D. is checked, and the I.D. type noted on the Cohort Register.

Learners who do not have an acceptable form of I.D. will not be allowed to take the assessment.

The list below outlines acceptable forms of identification for learners undertaking a regulated qualification with Qualifications Network.

Ideally learners should provide at least 1 form of photo I.D. If photo I.D is not available, 2 forms of non-photographic I.D can be accepted.

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Acceptable forms of photographic I.D (1 required) are:

- Signed UK Photo card driving licence
- Signed passport (any nationality)
- Valid EU Photo identity card
- SIA security licence (with photo)
- Current and valid warrant card issued by HM forces or Police
- Current and valid Prison service card (with photo)
- Proof of age card
- Employee photo identification card
- Student photo identification card for a recognised educational establishment
- Firearms licence (with photo)

Acceptable forms of non-photographic I.D (2 required) are:

- Current driving licence – paper version
- Birth certificate
- Marriage/civil partnership certificate
- Mortgage statement (issued within past 12 months)
- Bank or building society statement (issued within last 3 months)
- Bank or building society account opening confirmation letter (issued within last 3 months)
- Credit card statement (issued within last 3 months)
- Pension or endowment financial statement (issued within last 12 months)
- P45 or P60 statement (issued within last 12 months)
- Council tax statement (issued within last 12 months)
- Valid work permit or visa issue by UK government
- Utility bill – excluding mobile phone bill (issued within last 3 months)
- Benefit statement e.g. child benefit, pension (issued within last 3 months)

Appendix 1 Learning Outcomes and Assessment Criteria

Unit 1 Emergency First Aid in the Workplace

The follow details the learning outcomes for this qualification and the assessment criteria referred to within the assessment and used to determine if a learner has met a learning outcome. Further details of how learning outcomes and assessment criteria are covered is included in Appendix 2 Unit 1 Indicative Content.

		Assessment Method	
		MCQ	Obs
1	Understand the role and responsibilities of a first aider; in relation to:		
	1.1 the role and responsibilities of a first aider	✓	
	1.2 how to minimise the risk of infection to self and others	✓	
	1.3 the need for consent to provide First Aid	✓	
2	Be able to assess an incident; in relation to:		
	2.1 conducting a scene survey		✓
	2.2 conducting a primary survey of a casualty		✓
	2.3 summoning appropriate assistance when necessary		✓
3	Be able to provide First Aid to an unresponsive casualty; in relation to:		
	3.1 when to administer Cardio-Pulmonary Resuscitation (CPR)		✓
	3.2 demonstrating CPR using a manikin		✓
	3.3 when to place a casualty into the recovery position		✓
	3.4 demonstrating how to place a casualty into the recovery position		✓
	3.5 how to administer First Aid to a casualty who is experiencing a seizure	✓	
4	Be able to provide First Aid to a casualty who is choking; in relation to:		
	4.1 when choking is: <ul style="list-style-type: none"> • mild • severe 		✓
	4.2 demonstrating how to administer First Aid to a casualty who is choking		✓
5	Be able to provide First Aid to a casualty with external bleeding; in relation to:		
	5.1 the severity of external bleeding		✓
	5.2 demonstrating how to control external bleeding		✓
6	Know how to provide First Aid to a casualty who is in shock; in relation to:		
	6.1 recognising a casualty who is suffering from shock	✓	

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	6.2	how to administer First Aid to a casualty who is suffering from shock	✓	
7	Know how to provide First Aid to a casualty with minor injuries; in relation to:			
	7.1	how to administer First Aid to a casualty with: <ul style="list-style-type: none"> • small cuts • grazes • bruises • small splinters 	✓	
	7.2	how to administer First Aid to a casualty with minor burns and scalds	✓	

Unit 2 Recognition and management of illness and injury in the workplace

The follow details the learning outcomes for this qualification and the assessment criteria referred to within the assessment and used to determine if a learner has met a learning outcome. Further details of how learning outcomes and assessment criteria are covered is included in Appendix 2 Unit Indicative Content.

		Assessment Method		
		MCQ	Obs	
1	Be able to conduct a secondary survey; in relation to:			
	1.1	the information to be collected when gathering a casualty history	✓	
	1.2	demonstrating how to conduct a head to toe survey		✓
2	Be able to provide First Aid to a casualty with suspected injuries to bones, muscles and joints; in relation to:			
	2.1	recognising suspected: <ul style="list-style-type: none"> • Fractures and dislocations • Sprains and strains 	✓	
	2.2	how to administer First Aid for: <ul style="list-style-type: none"> • Fractures and dislocations • Sprains and strains 	✓	
	2.3	demonstrating how to apply: <ul style="list-style-type: none"> • a support sling • an elevated sling 		✓
3	Be able to provide First Aid to a casualty with suspected head and spinal injuries; in relation to:			
	3.1	recognising a suspected: <ul style="list-style-type: none"> • Head injury • Spinal injury 	✓	
	3.2	how to administer First Aid for a suspected head Injury	✓	
	3.3	how to administer First Aid for a suspected spinal injury		✓
4	Know how to provide First Aid to a casualty with suspected chest injuries; in relation to:			
	4.1	recognising a suspected: <ul style="list-style-type: none"> • Flail chest • Penetrating chest injury 	✓	
	4.2	how to administer First Aid for a: <ul style="list-style-type: none"> • Flail chest • Penetrating chest injury 	✓	
5	Know how to provide First Aid to a casualty with burns and scalds; in relation to:			
	5.1	the factors that affect the severity of burns and scalds	✓	
	5.2	how to administer First Aid for burns involving: <ul style="list-style-type: none"> • Dry heat • Wet heat • Electricity 	✓	

		<ul style="list-style-type: none"> Chemicals 		
6	Know how to provide First Aid to a casualty with an eye injury; in relation to:			
6.1	how to administer First Aid for eye injuries involving:	<ul style="list-style-type: none"> Dust Chemicals Embedded objects 	✓	
7	Know how to provide First Aid to a casualty with sudden poisoning; in relation to:			
7.1	the routes that poisons can take to enter the body		✓	
7.2	how to administer First Aid to a casualty affected by sudden poisoning		✓	
7.3	sources of information for treating those affected by sudden poisoning		✓	
8	Know how to provide First Aid to a casualty with anaphylaxis; in relation to:			
8.1	common triggers for anaphylaxis		✓	
8.2	recognising suspected anaphylaxis		✓	
8.3	how to administer First Aid for a casualty suffering from anaphylaxis		✓	
9	Know how to provide First Aid to a casualty with suspected major illness; in relation to:			
9.1	recognising suspected:	<ul style="list-style-type: none"> Heart Attack Stroke Epileptic seizure Asthma attack Diabetic emergency 	✓	
9.2	how to administer First Aid to a casualty suffering from:	<ul style="list-style-type: none"> Heart Attack Stroke Epileptic seizure Asthma attack Diabetic emergency 	✓	

Appendix 2 Indicative Content

Unit 1 Emergency First Aid in the Workplace

1.1	The role and responsibilities of a first aider	The learner will know the main responsibilities of the first aider, to include managing hazards, prioritising casualties, identifying possible injuries, identifying appropriate First Aid equipment, knowing how to use First Aid equipment found in the common workplace, knowing the principles of effective casualty communication.
1.2	How to minimise the risk of infection to self and others	Learners to be aware of how to minimise the risk of infection, including the importance of handwashing, using sterile equipment, using equipment correctly and the correct disposal of used, disposable First Aid equipment.
1.3	The need for consent to provide First Aid	Learners should know why they need consent and when it should be obtained.
2.1	Conducting a scene survey	Learners can demonstrate an awareness of the environment, other hazards, bystanders and available First Aid equipment.
2.2	Conducting a primary survey of a casualty	Learners can conduct a primary survey of a casualty, to include: dangers, response, open airway and breathing check.
2.3	Summoning appropriate assistance when necessary	Learners will know the type of assistance they require; whether bystanders or the emergency services, on completion of a primary survey
3.1	When to administer Cardio-Pulmonary Resuscitation (CPR)	Learners know how to differentiate between casualties who require resuscitation and when they should be placed into a recovery position. Learners will also be aware of agonal gasps.
3.2	Demonstrating CPR using a manikin	The learner will demonstrate basic CPR in accordance with current UK resuscitation council guidelines, to include the use of an AED including the placement of pads and following of AED instructions.
3.3	When to place a casualty into the recovery position	Learners know how to differentiate between casualties who require resuscitation and when they should be placed into a recovery position.
3.4	Demonstrating how to place a casualty into the recovery position	The learner can demonstrate the recovery position, as outlined by the latest UK resuscitation council guidelines.
3.5	How to administer First Aid to a casualty who is experiencing a seizure	Learners will know the actions to undertake while a casualty is in seizure. The management of the casualty once the seizure has stopped and the recommended times to call the emergency services

4.1	<p>Know when choking is:</p> <ul style="list-style-type: none"> • mild • severe
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Learners will know the recognition features of a mild and a severe obstruction of the airway.

4.2	Demonstrating how to administer First Aid to a casualty who is choking
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Learners will be able to demonstrate the treatment protocol for a choking casualty, as per the current UK resuscitation council guidelines.

5.1	The severity of external bleeding
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Learners will be able to identify the characteristics of capillary, venous and arterial bleeding.

5.2	Demonstrating how to control external bleeding
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Learners will be able to demonstrate the management of a casualty with a bleed. To include dressing common wounds including to the head, arm, hand or leg.

6.1	How to recognise a casualty who is suffering from shock
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Learners will be able to recognise the common recognition features of a casualty in hypovolaemic shock.

6.2	How to administer First Aid to a casualty who is suffering from shock
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Learners will know the recommended First Aid treatment for a casualty in hypovolaemic shock. To include, position, keep warm, nil by mouth, moisten lips, reassurance and refer to the emergency services.

7.1	<p>How to administer First Aid to a casualty with:</p> <ul style="list-style-type: none"> • small cuts • grazes • bruises • small splinters
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Learners will know how to deal with the above injuries in line with accepted current practice, as outlined in the Voluntary Aids Society First Aid Manual.

7.2	How to administer First Aid to a casualty with minor burns and scalds
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Learners will know how to deal with minor in line with accepted current practice as outlined in the Voluntary Aids Society First Aid Manual.

Unit 2 Recognition and management of illness and injury in the workplace

1.1 The information to be collected when gathering a casualty history

Information to be collected should include: Signs and symptoms, allergies, medication, past medical history, last meal/drink, events that have led to this.

1.2 How to conduct a head to toe survey

The learner will be able to perform a head to toe survey on an unresponsive casualty. Learners should also know how to perform a top-to-toe on a conscious casualty.

Recognising suspected:

- 2.1
- Fractures and dislocations
 - Sprains and strains

Learners will know how to recognise the common signs of a fracture and dislocation of a limb or digits. They will also be able to recognise common sprains and strains.

How to administer First Aid for:

- 2.2
- Fractures and dislocations
 - Sprains and strains

Learners will know how to support and provide basic First Aid to a casualty with a dislocation or fracture to a limb or digit and common sprains and strains.

Demonstrating how to apply:

- 2.3
- a support sling
 - an elevated sling

Learners will be able to apply both slings using a recognised technique.

Recognising a suspected:

- 3.1
- Head injury
 - Spinal injury

Learners will be able to recognise the common signs and symptoms of a mild head injury, a severe head injury and a suspected spinal injury in a conscious casualty.

3.2 How to administer First Aid for a suspected head Injury

Learners will know the basic First Aid treatment for a head injury to include management of the injury, casualty position and when to contact the emergency services.

3.3 How to administer First Aid for a suspected spinal injury

Learners will be able to demonstrate the correct management of a casualty with a spinal injury who is conscious, unconscious and breathing and unconscious and not breathing. They will be able to perform a spinal log roll as part of a team.

Recognising a suspected:

- 4.1
- Flail chest
 - Penetrating chest injury

Learners will know the recognition features of a flail chest and a penetrating chest injury.

How to administer First Aid for a:

- 4.2**
- **Flail chest**
 - **Penetrating chest injury**

Learners will know the First Aid treatment for a casualty with:

- flail chest
- penetrating chest injury

5.1 The factors that affect the severity of burns and scalds

Factors include: size, cause, age of the casualty, location of the burn and depth of the burn

How to administer First Aid for burns involving:

- 5.2**
- **Dry heat**
 - **Wet heat**
 - **Electricity**
 - **Chemicals**

Learners will know the treatment of burns, in accordance with the British Burns Association guidelines 2018.

How to administer First Aid for eye injuries involving:

- 6.1**
- **Dust**
 - **Chemicals**
 - **Embedded objects**

Learners will know how to treat eye injuries in line with current First Aid practice.

7.1 The routes that poisons can take to enter the body

Routes include: injection, ingestion, inhalation and absorption.

7.2 How to administer First Aid to a casualty affected by sudden poisoning

Learners will know how to administer First Aid to a casualty who has been poisoned by common workplace poisons. To include: chemicals, over the counter medications, food and plants.

7.3 Sources of information for treating those affected by sudden poisoning

Learners will know common sources of information related to poisons. To include product labels and COSHH data sheets.

8.1 Common triggers for anaphylaxis

Common triggers include:

- peanuts
- tree nuts such as almonds, walnuts, cashews, brazils
- fish and shellfish
- dairy products and eggs
- wasp or bee stings
- natural latex (rubber)
- penicillin and other drugs or injections

8.2 Recognising suspected anaphylaxis

Recognition features as outlined in the Voluntary Aids Society First Aid Manual. To include:

- the casualty may appear to be anxious
- swelling of the throat, mouth and face
- flushed, blotchy skin
- distressed breathing
- rapid, weak pulse
- if the reaction is severe, the casualty may become unconscious and stop breathing

8.3 How to administer First Aid for a casualty suffering from anaphylaxis

Treatment to include: scene management, current practice on casualty positioning, when to contact the emergency services and administration of adrenaline auto injector (AAI).

Recognising suspected:

- 9.1
- Heart Attack
 - Stroke
 - Epileptic seizure
 - Asthma attack
 - Diabetic emergency

Learners will know the common causes or triggers for each condition. They will also know common signs and symptoms for each condition.

How to administer First Aid to a casualty suffering from:

- 9.2
- Heart Attack
 - Stroke
 - Epileptic seizure
 - Asthma attack
 - Diabetic emergency

Recognition features in line with the current version of the Voluntary Aids Society Manual. To include scene management, reducing the effects of the event, suitable positioning, when to contact the emergency services.

Appendix 3 Specimen assessment material

1 At what point should an ambulance be called for a casualty who is having a seizure?

- A** Immediately in all cases
- B** If the seizure lasts longer than normal
- C** Only if the casualty has never had a seizure before
- D** Only if the casualty is a child

2 Which **one** of the following is a treatment for a casualty suffering from shock?

- A** Allow a drink of warm sweet tea
- B** Allow sips of a suitable sports drink
- C** Give nothing to eat or drink
- D** Provide small amounts of salt-water

3 Which of the following items a should **NOT** be found in a first aid kit?

- A** Dressings
- B** Ice pack
- C** Safety pins
- D** Paracetamol